



CITY OF HOUSTON

Job Posting

PC

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	MULTIPLE POSITIONS
3	<i>Posting Number</i>	PART-TIME (29 HOURS PER WEEK)
4	<i>Department</i>	LIBRARY ASSISTANT
5	<i>Division</i>	PN# 106743
6	<i>Section</i>	Library Department
7	<i>Reporting Location</i>	South District
8	<i>Workdays & Hours</i>	Multiple Branches * Rotating Schedule*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Shelves/retrieves library materials. Works with the public charging/discharging library materials using a computer. Provides general information to the public in person and by telephone such as material availability, renewal information and fines. Performs general clerical functions. Answers telephone and direct calls as appropriate. Assists in processing new library materials including books, CD's and audio-visual materials. Mends library materials. Performs other duties essential to efficient library operation. May be assigned some or all of the duties above. Requires evening and Saturday work. May require Sunday hours.

10 **WORKING CONDITIONS**

Position requires stooping, bending, standing and lifting library materials up to 20 pounds. Must be able to push loaded book trucks up to 100 pounds. Must have good motor coordination, ability to move freely throughout the unit to file/shelve/retrieve library materials. Must be able to use a computer to access/input information. Must be able to communicate effectively orally and in writing.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Ability to read, write, add, subtract and follow written and/or oral instructions as might be acquired through nine (9) to eleven (11) years of formal schooling.

12 **MINIMUM EXPERIENCE REQUIREMENTS** None

13 **MINIMUM LICENSE REQUIREMENTS** None.

14 **PREFERENCES**

Texas Drivers License. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access).

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

	<u>Salary Range - Pay Grade 05</u>
\$591- \$776 Biweekly	\$15,366 - \$20,176 Annually

18 **OPENING DATE**

September 7, 2005

19 **CLOSING DATE**

September 20, 2005

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer